

# **Big Oak Flat Groveland-Unified School District COVID-19 Safety Plan**

## **Tenaya Elementary, Tioga High School and Don Pedro High**

### **General Measures**

The Big Oak Flat Groveland Unified School District participates in weekly meetings with the Public Health Officer. We follow daily information/updates from local and state authorities, as well as monitor the Tuolumne County Dashboard to determine current disease levels and control measures in our community. The District completed a **Risk Assessment and Mitigation Plan** on July, 23, 2020 (appendix A). The District developed a **School Worksite Specific Safety Plan to Reduce COVID-19 Transmission** see appendix B), it is posted outside the office of each school as well as the district office and can be found on our website at [www.bofg.org](http://www.bofg.org).

The District's management team, including the superintendent and principals at each site, are responsible for implementing the COVID-19 Safety Plan. They will act as the safety committee to regularly monitor our District plans and will document and correct any deficiencies or necessary revisions due to changes in our local Public Health guidance or CDPH guidelines.

No student will be denied access to education based on underlying health conditions, socioeconomic status, race, or gender. Individualized Education Plans and Section 504 plans developed under the US Rehabilitation Act of 1973, will be supported in the appropriate educational model provided by the district (ie. in-person, hybrid model, phased-reopening model, distance learning model)

A distance learning survey was developed and posted on our website at [www.bofg.org](http://www.bofg.org), to assess the need for devices and hotspots. IPADS or ChromeBooks will be available for any student that needs a device to meet equity and accessibility concerns. Hotspots have been ordered through Staples Technology, and will be available for families without connectivity. In addition all three campuses have wifi available in the school parking lot, for those experiencing internet issues.

Our crisis counselor will present Social Emotional Learning (SEL) activities using Second Step once weekly in grades K-8. She will be available at each campus for virtual mental health

support. The SELPA psychologist assigned to BOFGUSD will also offer virtual sessions and make referrals to Tuolumne County Behavioral Health as needed.

### **COVID Protocols and Procedures for an Outbreak**

The Superintendent will be designated as the workplace infection prevention coordinator, along with site principals and District office staff to implement COVID-19 infection prevention procedures and to manage COVID-related issues among employees.

The District will investigate any COVID -19 illness and determine if any work-related factors could have contributed to the risk of infection and will update our COVID safety plan as needed to prevent further cases. The superintendent or designee will notify all employee working on site with a COVID-19 positive individual within 24 hours of notification, per OSHA guidelines. Additionally, the District must file a report with our JPA within three days per reporting requirements 3212.88.

Employees have been asked to self-screen before coming to work. They are instructed to stay home and report to the employer if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19. Symptoms of COVID-19 include; fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, diarrhea, or loss of appetite. The daily Health Screening Procedure for Employers will be implemented before the employee begins their work day. In order to prevent a HIPAA violation and protect confidentiality, records will be kept in a locked file in the site administrator's office for ten (10) days.

The District will use the designated Response Team that has been trained by Public Health and Martha Stolp, county nurse, to assist in tracking suspected and confirmed cases among employees. The District will update SPOT, the School/Shared Portal for Outbreak Tracking when they have been notified of confirmed cases of COVID-19. SPOT is a user-friendly portal

designed to help the District share key data with our Local Health Department (LHD) related to an exposure or outbreak at one of our schools.

The District will ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick to stay home without penalty. Employees who may have been or were potentially exposed to the coronavirus and are required to self-quarantine while schools in the District are still open. The District will contact Workers Compensation on behalf of the employee, within three days of notification. Should an employee become ill as a result of exposure to COVID-19 virus through work-related activities, Workers Compensation will assist with the employees leave.

The district will contact the Public Health Department for all COVID related outbreaks. Documentation collected will be kept secure and confidential under FERPA and HIPAA rules.

**Process for investigation, contact tracing and quarantining of close contacts of confirmed cases in the workplace.**

The District will cooperate with the Public Health Department (PHD) and will provide information on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.

Close contacts will be instructed to quarantine at home for 10 days from their last known contact with the employee with COVID-19. **A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.**

**Notification**

Employees will report positive test results to the superintendent or site administrator. Using the district notification flow chart the appropriate entities will be notified. Big Oak Flat-Groveland

Unified School District will maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.

The District will notify all employees who were potentially exposed to the individuals with COVID-19 and will provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with immune compromise or pregnancy. All close contacts of cases will be given instructions on home quarantine and symptom monitoring, as well as where to go for COVID-19 testing. The District has partnered with Color and is able to provide on-site, self-administered COVID tests for employees, additionally the state testing center is located at the Sonora Fairgrounds.

The District will provide any employee who is sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).

### **Promote Healthy Hygiene Practices**

Students and staff will be taught techniques for washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes. These techniques will be reinforced throughout the day. Handwashing procedures will be posted in every classroom and bathroom. Hand sanitizer dispensers are available in each classroom and cafeteria. Handwashing stations have been rented and will be placed at each site- 1 at Don Pedro High, 1 at Tioga and 3 at Tenaya- on the playground, hallway and upper campus. Students and staff will be encouraged to wash their hands based on established routines. County Nurse, Martha Stolp has done yearly training with staff and students at Tenaya Elementary on handwashing techniques. Healthy hygiene supplies will be provided and replenished daily, including soap, tissue, face coverings and hand sanitizer. All trash cans in the classrooms, bathrooms, cafeteria, office and playground will be touch-less. The district will strongly recommend that students and staff be immunized each fall against influenza, in each of the schools newsletter, unless contraindicated by personal medical conditions.

### **Face Coverings**

Face coverings must be worn in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines. Students in all grades K-12 are required to wear face coverings at all times, while in school, unless exempted. A cloth face covering or face shield should be removed for meals, snacks, naptime or when it needs to be replaced. When not in use, students and staff will properly store their face covering in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again. Clear face shields with an appropriate drape will be provided for classes with a hearing impaired teacher or student to be in compliance with ADA. Students, parents, and staff will be educated on the use and cleaning of face coverings. Students without proper face coverings will be offered a face covering. Students who refuse to wear a face covering will have parents contacted, educational materials will be provided, and a possible alternative educational placement will be offered. All employees handling or serving food must use gloves in addition to face coverings.

### **Ensure Teacher and Staff Safety Training**

All employees are required to complete mandatory annual training that is applicable to their positions. These are provided digitally through Get Safety Trained. The District instructed all employees to complete these training sessions while they were "sheltered in place", no later than June 7, 2020. The District has mandated that all employees complete the COVID training before the first day of school. An additional document developed by JPA, COVID-19 Required Training Information for Employees was distributed to all employees. Through our JPA, we are additionally providing COVID-19 training modules to students and parents. All substitutes working in the district will be trained in all COVID-19 related procedures and protocols.

### **Safety**

Assign staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk to appropriate tasks to lessen exposure. All staff meetings and

trainings will be conducted virtually. Breaks and lunch schedules will be staggered to allow for appropriate social distancing. The staff room will have an occupancy limit and extra chairs will be removed.

### **Intensity Cleaning, Disinfection, and Ventilation**

All cleaning products are Tuolumne JPA approved for use against COVID-19. All staff has been trained in proper usage by the “Get Safety Trained” training program. All cleaning products are hydrogen peroxide based and will be stored out of the reach of students. All staff will use proper PPE when cleaning and disinfecting. Classrooms will be cleaned twice a day. All high touch points in the bathroom will be cleaned every 2 hours, students will use the bathroom two at a time. Buses and vans will be cleaned after each route. All staff have been appropriately trained on the cleaning and disinfecting procedures and schedules have been developed to implement these.

All drinking fountains will be closed to use. A personal water bottle will be provided to each student and cleaned by staff on a weekly basis. Individual student supplies and manipulatives will be stored in pencil boxes, which will be disinfected twice weekly. Kindergarten toys will be individually bagged and disinfected between uses. The playground structures will be closed, however playground equipment will be provided to individual students in a structured setting and disinfected between uses.

ACCO has upgraded all HVAC systems and regularly changes the filters at least twice a year. All classrooms have windows or doors for outside air ventilation.

Groveland Community Services District and Lake Don Pedro Water District test the drinking water at least twice yearly from random samples taken on the campuses to minimize the risk of Legionnaires’ Disease.

### **Implementing Distancing Inside and Outside the Classroom**

## **Transportation**

COVID-19 screening checklist will be provided in the student registration packet. Parents are encouraged to screen their child every morning. Bus drivers will screen students prior to loading the bus, if they have a temperature of 100.4 or higher, they and their siblings will be asked to stay home. Students who live in the same household will sit together. The bus will be loaded from back to front, and unloaded front to back. Bus seating will be at 50% capacity with staggered seating every other seat, with open windows to the greatest extent practicable. All students will be required to wear a face covering. Each bus has hand sanitizer dispensers and extra face coverings for students who may have failed to bring one located at the stairwell. Buses will be disinfected after every route.

## **Arrival and departure**

Designated routes for entry and exit on campus are well established and clearly marked. Parents will stay in their vehicles when they drop-off or pick-up students. Outside volunteers and visitors will not be permitted on campus until CDPH Guidelines state it is safe to do so. Staff will self-screen daily and submit forms to the site supervisor. Plexiglass screens will be installed in staff office areas to limit risk. The school site registrars will keep track of chronic absenteeism of students and the HR Director will keep track of staff absenteeism.

## **Reopening Options**

Reopening school options are based on state legislation AB77/SB98 which states that school reopening plans must include in-person and distance learning options based upon the health conditions of the community. If at any time our County appears on the Local Health Jurisdiction (LHJ) monitoring list, then our District must conduct distance learning for all students. This would remain in effect until our County has been off the LHJ monitoring list for at least 14 days, or until the Governing Board approves the reopening of in-person instruction.

The District will begin the year with all distance learning and transition to the phased re-opening plan. As soon as it is declared safe to do so the district will provide an open campus for an all in-person education. The District instructional models are as follows:

### **Full Distance Learning**

A structured rigorous online distance learning plan with clear expectations and schedules will be provided to all students at registration. Virtual instruction will begin at 8:30 am, for all students in the district, attendance will be taken at this time. Teaching and learning will have accountability with tracking and monitoring daily, record-keeping weekly, and regular communication with parents and guardians on academic progress. Devices and hotspots will be available to all students who need one.

All students will complete a Star Reading and Star Math assessment to diagnose potential learning loss from the school closure in March 2020. Learning loss will be addressed by the current teacher through review of the previous year's curriculum and communication with previous grade level teachers regarding areas not previously covered. Small group targeted instruction will be provided by Title 1 personnel, general education teacher, special education teacher and paraprofessionals.

On Fridays the District will provide 5 breakfasts and 5 lunches for students who qualify for free or reduced lunch following the guidelines of the NSLP. Students who desire to purchase meals, must reserve them in advance and will be charged the applicable rate.

### **Phased Re-opening Plan** (see COVID-19 Reopening at a Glance appendix B)

Tenaya Elementary will create two stable groups A & B to maintain social distance and for the better implementation of safety measures. All five days will have specific scheduled daily instruction with stable groups alternating four days per week in person instruction, with four days a week at home instruction with distance learning, and one day where all students would be at home on distance learning. Fridays will be used for distance learning, and to allow time for



campuses to be deep cleaned. We will work to schedule families with multiple children and siblings in various grade levels on the same days.

Tioga High School and Don Pedro High are both small necessary high schools with approximately 50 students each. All students will attend A day classes on Monday/Tuesday and B day classes on Wednesday/Thursday. Friday will be used to deep clean. Class enrollment will be limited to no more than 15 students, to ensure social distancing of six feet between desks.

Teaching outside will be utilized whenever possible. Desks will be placed 6 feet apart wherever possible, extra furniture will be removed from the classroom. Clear plexiglass dividers will be installed to increase and enforce separation between staff and students. Recess and lunch will be staggered, alternating tables in the cafeteria and eating outdoors. Meals will be individually or bagged or plated. The playground will be divided into sections and the play structure will be closed. Any activities involving singing will be done outside. Band, choir, or other congregate activities that could promote transmission of contaminated exhaled droplets is not permitted at this time per CDPH Schools Guidance.

Each student's belongings will be separated and kept in individually labeled storage containers, cubbies, or areas. Personal belongings are taken home each day. Every student will have their own materials and electronic device to minimize sharing. Shared supplies and equipment will be cleaned and disinfected between uses. Assignments will be submitted electronically during distance learning. Any assignments or materials that need to be turned in will sit untouched in a bin for a minimum of 24 hours before they are graded.

The District understands that some families may have a child who is medically fragile, has vulnerable family members, or is uncomfortable in having an in person return to school at this time. An all distance learning option will be available for any student at parent request.

## **Students with Access and Functional Needs**

The District will examine all existing student health plans to identify students who may need additional accommodations. All families that have any concerns or need accommodations for their child are encouraged to contact school administration. The district will cooperate with all families to identify additional preparations for classroom and non-classroom environments as needed. The District will pay special attention to vulnerable groups who might be at increased risk of becoming infected or having unrecognized illness.

## **Plan for When a Staff Member, Child, or Visitor Becomes Sick**

Isolation for an ill student will be provided in a separate designated room on each of the campuses with adult supervision. A face covering will be provided if the student is not nauseous or vomiting. For serious injury or illness, 9-1-1 will be called without delay. District staff should seek medical attention immediately for any person in which COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Parents will be contacted and required to pick up their child within 30 minutes. If a parent is unavailable, an attempt will be made to an emergency contact. If a parent is unable to pick up their child, a staff member will transport the child by district van to a location determined by the parent or emergency contact. The designated area used by any individual suspected of being infected with the virus that causes COVID-19 will not be used before cleaning and disinfection occurs. To reduce the risk of exposure, the isolation room will be closed for 24 hours before it is cleaned and disinfected. Custodial staff will wear proper PPEs, and ensure adequate ventilation when sanitizing the area.

All students, including students with disabilities, will have access to instruction and supplemental services when out of class. Distance learning independent study will be offered based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. Response team will follow proper procedures based on flow charts and protocols in alignment with CDPH guidelines.

### **Maintain Healthy Operations**

Students and staff will be monitored daily, and screening forms will be kept for two weeks in a secure cabinet to ensure privacy. Jennifer Shimer, district secretary, is the designated staff member who is responsible for responding to employee COVID-19 questions related to leave time and Workman's Compensation. Members of the response team (Wynette Hilton, Debra Elliot, Andrea Fray, Rebecca Dotson and Nickie Lamm) are trained to respond appropriately to exposures and closures in order to notify local health officers, staff, and families in a prompt and responsible manner. Communication by phone and email will be utilized to allow staff and families prompt notifications of exposures and closures, while maintaining confidentiality.

### **Facility Use Agreements**

At this time there will be no external community organizations facility use on the Big Oak Flat-Groveland Unified campuses, until it is safe to do so as defined by state and local Public Health officials and our District insurance carrier through JPA. This policy will be re-evaluated by the Governing Board of Trustees in March of 2021.

### **Considerations for Reclosing and Reopening/ Partial or Total Closure**

Big Oak Flat-Groveland Unified School District will check State and local orders and health department notices daily about transmission in the area or closures and will adjust our operations accordingly. When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, we will refer to the CDPH Framework for K-12 Schools. In consultation with the local public health department, the District will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted. The length of time necessary to remain closed will be based on the risk level within the specific community as determined by the local public health officer.

The District has implemented communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community. The District

has provided guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

The District will revert to the distance learning model for a quarantined stable group or full school closure is ordered. A partial or full reopening will ultimately be determined by the Public Health Department based on the data for Tuolumne County.

Important Resources:

California Department of Public Health

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.asp>

Tuolumne County Public Health, [20111 Cedar Rd, Sonora, CA 95370](#), 209-533-7401

Tuolumne County Office of Education, Cathy Parker, 209-536-2000

California Department of Education, <https://www.cde.ca.gov/s/he/hn/coronavirus.asp>

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Revised 1/25/21 per the CDPH Guidelines released on 1/14/2021

Local Reopening Task Force Members::

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Classified Staff: Debra Elliot, Rebecca Dotson, Pam Reimers, Kelly Koster, Jenny Porta, Jon Hawkins, Kristin Griffith

Transportation: Dave Pish

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Parents: Kim Scheu and Danielle Fischer

Adopted by the Big Oak Flat-Groveland Unified School District Board of Trustees 8/12/2020

Approved by Tuolumne County Public Health Officer 8/12/2020

# Tenaya Elementary School Worksite Specific Safety Plan to Reduce COVID-19 Transmission

Issued May 21, 2020

Prepared by Wynette Hilton, Principal

## Purpose

This document summarizes existing Tenaya Elementary School's health and safety procedures to address the May 7, 2020 CDPH and Cal/OSHA requirements for a Worksite Specific Plan to reduce COVID-19 transmission.

## Responsibilities

The people responsible for coordinating implementation of this plan are the Principal, Wynette Hilton and the Secretary, Rhonda Crow. Every individual BOFG employee, whether assigned specifically to Tenaya Elementary School or as a district employee, is responsible for adhering to established protocols, rules, training and signage established to reduce COVID-19 transmission and to ensure safety in general.

## Risk Assessment and Measures to Prevent Transmission of COVID-19

Tenaya Elementary is a small, rural elementary school with an office, 24 classrooms, a gym, cafeteria, district office, bus office and shop. Currently, the majority of staff is working from home and only the Principal, Secretary, and Custodian are reporting regularly. Tuolumne County, where it is located, has only had two reported cases of COVID-19 as of the writing of this document.

While the Principal is responsible for continually assessing the risks facing her employees and assuring effective safety measures are implemented to protect those employees, certain COVID-19 transmission risks and related safety measures are common to all Tenaya Elementary employees.

Some risk of transmission of COVID-19 to Tenaya Elementary employees is present simply due to the presence of this new coronavirus across the globe. Thus, like everyone else, all Tenaya Elementary employees face some risk of exposure to the virus simply through close contact with other individuals (including co-workers, but also other community members) and through contact with contaminated surfaces and/or airborne droplets containing the virus.

Because of the general presence of this coronavirus throughout the environment, several general precautions have been established by Tenaya Elementary School. In summary, these general protective measures include:

**Daily Health Pre-screening:** All employees working onsite are required to undergo health screening before performing onsite work each day. This is accomplished via a daily health screening utilizing temperature taken contactless and a screening checklist. Employees who are ill and/or experiencing symptoms are not allowed to report for onsite work.

**Face Coverings:** Currently, Tenaya Elementary personnel are encouraged to wear a face covering when in the presence of others in the same room. Most employees have their own cloth face coverings, but disposable ones are available in the office.

**Personal Hygiene:** Tenaya Elementary employees are trained and directed to wash their hands frequently with soap and water for at least 20 seconds throughout their workday, including before and immediately after wearing PPE. Hand sanitizer, found in high-traffic areas of most buildings, can be used when soap and water are not immediately available. It is also important to avoid touching one's face, as this act can transmit the coronavirus to the nose, mouth or eyes, where it can enter the body and infect the worker. Employees are also directed and trained to cough or sneeze into their elbow, or into a tissue and wash their hands with soap and water immediately afterwards.

**Physical Distancing (also called "Social Distancing"):** Tenaya Elementary employees are to be physically distant from all other individuals by at least six feet whenever possible. Tenaya Elementary employees are also

strongly encouraged to work remotely from home whenever possible, as an extreme form of physical distancing from co-workers and other persons.

**Required Self-reporting of COVID-19 Diagnoses:** Tenaya Elementary employees who have tested positive for COVID-19 must immediately notify the Principal, Wynette Hilton by text or phone call at 962-7846 so that further measures can be taken as prescribed by the county Public Health Officer.

**Additional Specific Risk Assessments and Protective Measures:**

Through the end of this school year instruction is taking place through distance learning and meal and work pick up/drop off is through a drive through outdoors in the office parking lot on Wednesdays from 11-1. Employees are to remain six feet away from families picking up and have no physical contact. Items are picked up and returned from a table and in boxes.

The school office is the most highly trafficked area on campus. One family is allowed in the office at a time if needed and employees remain at least six feet away. The counter acts as a physical barrier.

The areas that have been accessed by employees or others are deep cleaned weekly on Thursdays and Fridays. Surfaces such as counters, knobs, and the copy machine are sanitized daily.

## **Employee Training and Communication**

Tenaya Elementary employees are trained on the contents of this Plan through weekly staff meetings on Tuesdays at 1:00 and group emails with the latest information and links. Updates and other communications related to COVID-19 precautions are issued periodically, and are shared through email as well.

## **Monitoring Compliance and Correcting Deficiencies**

Periodic inspection of campus areas will be conducted by the Principal to ensure adherence to all established COVID-19 precautions, including physical distancing, recommended use of face coverings, daily health screens, and other measures.

Based on good compliance with current research shutdown policies, we are confident that employees understand the importance of these policies and will strive to operate accordingly. However, compliance checks by the Principal will be used to identify lack of protective measures. In these cases, employees will be required to make the adjustments to be in compliance or take other measures to minimize risk of transmission immediately.

## **Follow-up of COVID-19 Diagnoses in the Workplace**

Tenaya Elementary employees who have tested positive for COVID-19 should notify the Principal/Superintendent and confidentially other potentially exposed persons, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested and an appropriate quarantine period has ended.

## **Maintenance and Revision of this Plan**

This Plan is maintained by the Tenaya Elementary Principal, and is updated as necessary to reflect current risks, mandatory practices and general expectations related to preventing the transmission of COVID-19 in the workplace. The current version of the Plan is always available through the Tenaya Elementary School office.

## Appendix A

### Big Oak Flat-Groveland Unified School District Risk Assessment and Mitigation Strategies

Risk Consideration	Risk Mitigation Strategies	Resources	Risk Level
Are our employees at a <u>People at higher risk for COVID-19</u> such as older adults (65 and older) or people with chronic medical conditions?	<ul style="list-style-type: none"> <li>Actively encourage sick employees to stay home. Employees with COVID-19 <u>Symptoms</u> (e.g. fever, cough, or shortness of breath) should be advised to stay home</li> <li>Communication about risk to staff/clients should be emphasized</li> <li>Encourage the use of individual measures such as frequent hand hygiene, social distancing, respiratory etiquette and staying home when ill</li> <li>Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other employees, students and visitors, or to remote work if possible.</li> </ul>	<u>CDC Homepage</u>	High
Has an employee potentially been exposed to COVID-19 or tested positive for COVID-19?	<ul style="list-style-type: none"> <li>Notify direct supervisor immediately and contact Public Health Department</li> <li>If employee tests positive for COVID-19, close contacts should be notified but the identity of the person who may have exposed them should not be shared (Maintain confidentiality)</li> <li>If an employee has had <b>close contact</b> with another employee who has been diagnosed with COVID-19, the exposed employee should <b>quarantine</b> at home for 14 days.</li> <li>If an employee did not have close</li> </ul>	<a href="#"><u>Home Quarantine Information</u></a>  COVID-19 Notification Flow Chart  Illness and Quarantine Guidelines	High



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	<ul style="list-style-type: none"> <li>• contact with their coworker, they do not need to be sent home, but should continue to closely monitor for symptoms.</li> <li>• Advise employees to not return to work until they have met CDC guidelines to discontinue home isolation, including 24 hours fever free without using fever reducing medications, and symptoms have improved, and at least 10 days since symptoms first appeared.</li> <li>• The District will practice proper cleaning and sanitizing, especially if an employee has tested positive for COVID-19.</li> </ul>	<p style="text-align: center;"><u>Discontinuation of isolation for persons with COVID-19</u></p> <p style="text-align: center;"><u>Proper Cleaning and Disinfecting Procedures</u></p>	
Are outside visitors or deliveries creating a greater risk of spreading disease?	<ul style="list-style-type: none"> <li>• Modify service delivery protocols</li> <li>• Parents must remain in their vehicle during drop-off &amp; pick-up. Staff will load students, maintaining social distance</li> <li>• Follow all CC guidelines for social distancing, face coverings and frequent hand hygiene</li> <li>• Perform frequent cleaning and disinfecting</li> <li>• Implement ingress/egress procedures to minimize exposure</li> <li>• Visitors/ volunteers will not be allowed at this time</li> </ul>	<p style="text-align: center;"><u>How to Protect Yourself and Others</u></p>	MED
Will our staff be participating in activities	<ul style="list-style-type: none"> <li>• Encourage employees to practice social distancing. This means maintaining at</li> </ul>		High

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that promote transmission?	<p>least 6 feet between employees during all interactions, including lunch, employee trainings, and other workplace events</p> <ul style="list-style-type: none"> <li>• Employees self screen at home before reporting to work, anyone with a fever or COVID symptoms must stay home.</li> <li>• Employees must participate in health screening procedures before entering campus and workspace</li> <li>• Use videoconferencing or teleconferencing for work-related meetings and gatherings when possible.</li> <li>• Large in-person meetings and gatherings will be canceled or postponed if videoconferencing or teleconferencing is not available</li> </ul>		
Will our students be participating in activities that promote transmission?	<ul style="list-style-type: none"> <li>• Classroom configurations need to be adjusted to accommodate 6 feet distancing</li> <li>• Encourage classroom instruction in outdoor spaces when possible</li> <li>• Keep in small classroom cohorts and avoid mixing of cohorts</li> <li>• No mixed cohort recess, lunches or large assemblies or field trips</li> <li>• Create staggered schedules (A/B days, start and end times)</li> </ul>		High
How will we respond to emergency situations and is there a continuity plan?	<ul style="list-style-type: none"> <li>• Develop a plan for high absenteeism and disruption in school functions.</li> <li>• Develop flexible work sites and work hours</li> </ul>	Big Oak Flat-Groveland Unified school District Comprehensive Safety Plan is available on our website <a href="http://www.bofg.org">www.bofg.org</a>	High

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	<ul style="list-style-type: none"> <li>• Create a substitute list for essential staff</li> <li>• Provide all technology and resources necessary to allow for remote work.</li> <li>• Develop a plan for emergency fire drill staging and other emergency evacuation staging</li> <li>• Update all emergency contact information of employees</li> <li>• Update Comprehensive safety plan and IIPP plan</li> </ul>		
Does our workplace have existing environmental cleaning procedures that align with the Centers for Disease Control guidance?	<ul style="list-style-type: none"> <li>• Enhance your environmental cleaning procedures and protocols with special attention to high touch services and objects (tables, desks, counters, door handles, light switches, phones, keyboards, toilets, faucets, sinks etc.)</li> <li>• Ensure that proper sanitizing is taking place</li> <li>• If in person instruction, there will need to be additional custodial staff hired or extended hours of existing staff</li> </ul>	<u>CDC Guidance on Cleaning and Disinfecting</u>	High
How will staff absenteeism impact our operations?	<ul style="list-style-type: none"> <li>• Prepare and have a plan to institute flexible workplace and leave policies for employees who are sick, in self-isolation, or caring for family members</li> <li>• Physical Education Teacher and Art Teacher will sub for general education teachers when needed.</li> </ul>		High
Will our employees or students be participating in activities that could lead to	<ul style="list-style-type: none"> <li>• Reinforce social distancing measures (avoid handshakes, maintain 6 feet distance between others)</li> </ul>		High

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### Big Oak Flat-Groveland Unified School District Risk Assessment and Mitigation Strategies

potential exposure?	<ul style="list-style-type: none"> <li>• Avoid sharing communal office supplies and equipment (tables, electronic devices, pens)</li> <li>• Avoid potlucks, buffets, staff lunches, and other instances where serving utensils, plates, trays, and other objects may be handled by multiple people.</li> <li>• Employees should wash their hands frequently</li> </ul>		
How will we handle a student(s) with COVID-19 symptoms?	<ul style="list-style-type: none"> <li>• Implement a screening procedure</li> <li>• Develop a Response Team and provide training</li> <li>• Designate an isolation room (with one or more back-up locations)</li> </ul>	COVID-19 Screening Flow Chart	High
Can our workplace or facility infrastructure be easily altered to implement recommended health and safety prevention measures?	<ul style="list-style-type: none"> <li>• Increase the spatial separation between desks and workstations as well as individuals (staff and students) from each other, 6-foot separation or use a physical barrier (e.g., cubicle, Plexiglas window)</li> <li>• Install Plexiglass barriers in higher traffic areas such as the school office and cafeteria</li> <li>• Remove extra furniture in classrooms to allow for maximum capacity</li> <li>• Remove all communal use items</li> <li>• Enhance environmental cleaning procedures and protocols with a special attention to high touch surfaces</li> </ul>		High

## Appendix A

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Can our transportation systems adhere to recommended health and safety prevention measures?	<ul style="list-style-type: none"> <li>• Maximize space between students on school buses and open windows to the greatest extent possible.</li> <li>• Create a protocol for students entering the bus such as keeping siblings together, going to back of the bus first and filling in, assigning seats, temperature-taking when leaving the bus, masking required</li> <li>• Regular cleaning/ disinfecting before students enter the bus and after exiting each time the bus is in use</li> <li>• Bus arrivals and students exiting the bus will be staggered to minimize contact between cohorts</li> </ul>		High
Do we have a method of communication that ensures timely and effective messages are sent to employees and families?	<ul style="list-style-type: none"> <li>• Use the Blackboard Connect Auto dialer messaging system to communicate to stakeholders</li> <li>• Be sure to have communication translated into Spanish</li> <li>• Use Remind AP to send out important updates</li> <li>• Post communication on the website</li> </ul>		Low
Does our workplace offer mental health support to employees and students?	<ul style="list-style-type: none"> <li>• Utilize crisis counselor to provide mental health support to staff and students.</li> <li>• Develop a tiered system of support for students with regular check-ins and referrals to outside resources if needed</li> <li>• Provide mental health resources through</li> </ul>		High

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	<ul style="list-style-type: none"> <li>• print, websites, or presentations to staff and students</li> <li>• Provide training opportunities for staff to be prepared to address mental health concerns and needs of students.</li> <li>• SEL must be a component of all instructional models once weekly</li> <li>• Use Trauma informed strategies and practices with students</li> <li>• Encourage self-care strategies for staff and instruct staff to set time boundaries (create office hours within the daily schedule) for parent communication</li> </ul>		
Do we have policy language on outside entity facility use?	<ul style="list-style-type: none"> <li>• Follow all JPA guidance regarding third party facility use</li> <li>• As long as the District is on an alternate schedule (Hybrid or distance learning) to address hygiene, social distancing, no mass gatherings, small cohorts, and heightened cleaning/disinfecting procedures, no outside facility use will be allowed.</li> </ul>		Low
What district Board Policies do we have to address COVID-19?	<ul style="list-style-type: none"> <li>• Acquire and have the Governing Board approve any new Board Policies related to COVID-19</li> <li>• Develop a COVID Preparedness Plan</li> </ul>	BP 4213.5 Working Remotely BP 0470 COVID-19 Mitigation Plan COVID-19 Preparedness Plan	High

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What trainings or procedures need to be identified, provided, and implemented in the District?			High
	<ul style="list-style-type: none"> <li>• Add COVID training to the Get Safety Trained list for employees to complete before they return to work in the fall</li> <li>• Revise our annual notification checklist to include COVID training</li> <li>• Implement employee self-check health screening procedure and keep appropriate, confidential records for up to 14 days</li> <li>• Invest in a parent and student COVID training module</li> <li>• Procure and post signage and markers for social distancing and handwashing hygiene.</li> </ul>		